ROUTING AND RECORD SHEET								
SUBJECT: (Optional)								
Action Items								
FROM:			EXTENSION	ENSION NO.				
Chief/IRMP				DATE				
1236 Ames Building				15 April 1986				
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom				
	RECEIVED FORWARDED			to whom. Draw a line across column after each comment.)				
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MEMORANDUM FOR: Director of Information Technology

Attachment

15 April 1987

FROM:	Chief, Information Management Program	Resources		STAT		
SUBJECT:	Action Items					
1. This memorandum outlines the action items I've extracted from your comments/questions at your recent meetings with Information Resources Management Program (IRMP) personnel. We are integrating these actions into the over-all IRMP. We will also incorporate the lengthier of these action items into our quarterly planning process. Consequently, these action items will have life cycle MBO-type charts generated for them. The attachment indicates both the actions we're taking on the action items as well as associated due dates, as you requested. 2. We are excited about the direction you have given us and are proceeding with vigor.						
				STAT		

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